



Statement of Purposes for Collecting And Using Social Security Numbers

The North Carolina Department of Health and Human Services respects your privacy and is committed to protecting your Social Security number and other personal identifying information. The personal information you furnish will be handled with care. This statement describes the purposes for which your social security number is collected and used.

The Division of Human Resources (DHR) collects Social Security Numbers for legitimate and lawful purposes only as prescribed by N.C.G.S. § 132-1.10. Social Security Numbers are collected for the following purposes:

From applicants for employment:

- For pre-employment drug screening
- To conduct criminal record checks
- To conduct reference checks
- To verify applicable licensure
- To track applications (last four digits only)

From current employees:

- For payroll purposes
- For federal and state income taxes
- For employment eligibility verification (i.e., USCIS Form I-9, E-Verify, etc.)
- For enrollment in the retirement system, health insurance, and other benefit plans
- For worker's compensation forms
- For debt collection (debt-set off)
- For unemployment insurance claims
- For cross-agency verification (last four digits only)
- To conduct "reasonable-cause" drug, alcohol, and criminal record checks
- To garnish wages
- To verifying credentials
- To verify applicable licensure and certification for N.C.G.S. § 115C covered employees
- To verify longevity

From employees' dependents:

- For enrollment in benefit plans

The Division of Human Resources will not share your Social Security Number or other personal identifying information without your express permission, unless authorized by law.